

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

Title: PERFORMANCE MANAGEMENT

Type: PERSONNEL

POLICY NO: 4.020

Policy Adopted on June 12, 2000

EFFECTIVE DATE: 9-16-13

AMENDED DATE: 9-16-13

Charles Ronald Kates

Chairman

AUTHORITY: NCGS 115D-20 (7)

The President of Mayland Community College shall develop and implement a performance management program for the management of job performance of all employees. The President may adopt separate systems for the performance management of faculty and staff, according to the following guidelines:

1. The performance management program shall include key components of the job as determined in the job description, and shall identify the significant annual or short-term goals of the individual that contribute to the success of Mayland Community College.
2. Each employee and supervisor will meet at prescribed intervals to discuss job performance, progress made toward the employee's performance goals, and strengths and/or weaknesses demonstrated through job performance.
3. The employee and supervisor will develop and agree upon professional development activities for the employee, and will devise a plan to enhance the employee's current or future job performance.
4. By August 1 of each calendar year, the Coordinator of Personnel Services shall conduct a review of all personnel files to verify that annual appraisals have been received for the previous fiscal year for each employee, and shall report to the President any appraisals that have not been received.
5. The provisions of this policy shall apply to all full-time employees and annual part-time employees. Part-time instructional employees will be evaluated once per year.
6. The President is authorized to develop and employ any procedures that may be necessary for the successful implementation of this policy.